

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-919
		Page 1 of 6
Agency: Charles County Sheriff's Office		Division/Unit:
ITEM NO.	DESCRIPTION Supercedes Schedule Number C-892	RETENTION
1.	<p>ADMINISTRATIVE RECORDS - Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, and other administrative records.</p> <p>a. Audit Reports - Includes internal/external audits, special reviews, surveys, and other management control records.</p> <p>b. Contract Records - Includes contracts and other cooperative agreements.</p> <p>c. Correspondence Records - Includes correspondence for internal/external communications.</p> <p>d. Minutes Records - Includes minutes of meetings created by the Sheriff and Command Staff.</p> <p>e. Statistical Reports:</p> <p><u>Annual Reports</u></p>	<p>Retain for 5 years or until audit, then destroy.</p> <p>Retain 1 year after contract expiration or cancellation, then destroy.</p> <p>Retain for 3 years, then destroy.</p> <p>Retain permanently. Transfer to Maryland State Archives.</p> <p>Retain permanently. Transfer to Maryland State Archives.</p>
Schedule Approved by Department, Agency, or Division Representative. Date <u>9-6-00</u> Signature <u>Lt. J. A. Whitcraft</u> Typed Name <u>Lt. Whitcraft</u> Title Custodian of Records		Schedule Authorized by State Archivist Date <u>OCT 19 2000</u> Signature <u>Edward C. Papenfuss</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-919
		Page 2 of 6
Agency: Charles County Sheriff's Office		Division/Unit:
ITEM NO.	DESCRIPTION	RETENTION
	<u>UCR Reports</u>	Retain for 3 years, then destroy.
	f. Study/Survey Records - Includes administrative studies and surveys.	Retain for 3 years, then destroy.
2.	COMMUNICATIONS RECORDS - Includes communication records for internal/external information dissemination.	
	a. Audio Tapes - Includes recorded radio and telephone conversations. Keep departmental shootings and other special incidents indefinitely.	Purge after 1 year. Keep requested tapes until court/investigation needs are satisfied, then purge.
	b. Teletype Records - Includes received, sent and replied telex messages.	Retain for 1 year, then destroy.
	c. Validation Records - Includes NCIC validation tapes/printouts for quality control/audits.	Minimum retention: 30 days after certifications. Maximum retention: 5 Years.
3.	ELECTRONIC RECORDS	
	a. Police Arrest Records - Includes computer records for adult and juvenile arrests.	Retain adult records until offender becomes 99 years old, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-919
Agency: Charles County Sheriff's Office		Page 3 of 6
Division/Unit:		
ITEM NO.	DESCRIPTION	RETENTION
		Retain juvenile records until offender becomes 21 years old, or 10 years after last arrest; whichever is later, then destroy.
		Retain deceased records 1 year after death, then destroy.
	b. Police Incident Records - Includes computerized dispatch, incident, accident, and other similar records.	Retain for 50 years; then destroy.
	c. Property Recovery Records - Includes computer records for precious metals and pawn property bought/sold by dealers.	Retain for 20 years, then destroy.
4.	FINGERPRINT RECORDS - Includes fingerprints and palm prints used for criminal and non-criminal identification.	
	a. Adult Criminal Prints	Retain until the offender becomes 99 years old, then destroy.
	b. Juvenile Criminal Prints	Retain until offender becomes 21 years old or 10 years after last arrest; whichever is later, then destroy.
	c. Deceased Adult and Juvenile Criminal Prints	Retain 10 years after death, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-919 Page .4 of 6
Agency: Charles County Sheriff's Office		Division/Unit:
ITEM NO.	DESCRIPTION	RETENTION
5.	FISCAL RECORDS - Includes records for agency budget preparation, bills, invoices, bids, payroll, purchase orders, and other fiscal records.	Retain for 3 years, then destroy.
6.	PERSONNEL RECORDS a. Personnel Files - Includes applications, employment examinations, resumes, conference forms, training records, awards, OSHA/MOSH records and other personnel records. b. Medical Records	Retain 30 years after employee separation, then destroy. Retain 30 years after employee separation, then destroy.
7.	POLICE RECORDS a. Incident Reports - Includes reports for crimes against persons, crimes against property and other police related incidents.	Scan into document imaging system or key into agency computer system. Retain hard copy for 2 years. Retain in document imaging system and agency computer system 50 years, then delete.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT SECTION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-919

Page 5 of 6

Agency: Charles County Sheriff's Office

Division/Unit:

ITEM NO.	DESCRIPTION	RETENTION
	b. Accident Reports (MAARS)	Retain for 5 years, then destroy.
	c. Adult Arrest Files - Includes arrest cards, copies of charging documents and other arrest related information.	Retain until offender becomes 99 years old, then destroy.
	d. Juvenile Arrest Files - Includes arrest cards and other arrest related information.	Retain until offender becomes 21 years old, or 10 years after last arrest; whichever is later, then destroy.
	e. Expungement Records	Retain 3 years, then destroy.
	f. Traffic Citation Copy (yellow)	Retain 3 years, then destroy.
	g. Traffic Warnings	Retain 1 year, then destroy.
	h. Field Incident Reports	Retain 3 years, then destroy.
	i. Ex Parte Files - Includes copies of original ex partes, related protective orders and other related information.	Scan into document imaging system. Retain hard copy 5 years after ex parte or related protective order has expired, then destroy. Retain in document imaging system for 50 years, then delete.
	j. Fugitive Files - Includes copies of arrest warrants and other information relevant to the identification and apprehension of fugitives.	Scan into document imaging system. Retain hard copy 5 years after file is closed, then destroy. Retain in document imaging system for 50 years, then delete.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-919 Page 6 of 6
Agency: Charles County Sheriff's Office		Division/Unit:
ITEM NO.	DESCRIPTION	RETENTION
8.	k. Property Recovery Records - Includes records for precious metals and pawn property bought/sold by dealers.	Retain for 5 years, then destroy.
	PROPERTY RECORDS	
	a. Fleet Records - Includes records for new, re-issued, and dismantled police vehicles.	Retain for 3 years after vehicle's disposal, then destroy.
	b. Requisition Records - Includes requisitions for office supplies, equipment and services.	Retain for 3 years, then destroy.
	c. Monthly Vehicle Records - Includes monthly vehicle and fuel reports for agency vehicles.	Retain for 5 years, then destroy.